



COUNCIL WORK SESSION MINUTES

Diamondhead, Mississippi

Diamondhead Community Center
March 15, 2012
9:00 a.m.

1. **Call to Order** The meeting was called to order by the Mayor at 9:09 a.m. Councilmember Rech moved, seconded by Councilmember Holcomb to open the Work Session. The motion passed unanimously.
2. **Roll Call:** The following Councilmembers were present: Mayor Ingraham, Dianne Ackerman, Hank Holcomb, Ernie Knobloch, Ron Rech, and Dalton Roberson.
3. **Additions or Deletions to the Agenda:** Councilmember Knobloch added the topics “Surplus Materials” and “Public-Private Presentations” to the Agenda. It was noted that Demery Grubbs was not in attendance for the scheduled presentation and Richard Rose was directed to contact Mr. Grubbs to arrange a convenient time for him to address Council. Councilmember Holcomb moved, seconded by Councilmember Rech, to accept the revised Agenda. The motion passed unanimously.
4. **NEW BUSINESS**
 - a. Library Cost Information for Budget—Councilmember Ackerman indicated that accurate information on this subject is needed in order to develop an accurate budget. She recommended that the City request two seats on the Hancock County Library Board. After further discussion, the Mayor directed Councilmember Ackerman to contact Patty Fuhr of the Hancock County Library and arrange for her to attend a Council Work Session. Richard Rose was directed to obtain pertinent information regarding the subject and City Attorney Bragg Williams was asked for a ruling on the wording of the governing statute.
 - b. E-mail Alerts—Councilmember Ackerman expressed that utilizing an “e-blasters” could be a good way to communicate important information to residents. She proposed that the City Manager consult with IT to determine our capability to ascertain the costs involved.
 - c. Public Affairs Officer—Councilmember Holcomb recommended appointing a volunteer journalist or group of journalists as a public affairs group to gather information and to provide same to the Diamondhead News and The SeaCoast Echo. The Mayor directed Councilmember Holcomb to draw guidelines for a Public Affairs Officer and to put together a Resolution concerning same. During discussion it was suggested that the city website, www.diamondhead.ms, be utilized to link to available positions and the volunteer application form. The Mayor appointed Susan Holcomb to be the Volunteer Coordinator and she graciously accepted.
 - d. Appointment of Liability Coordinator for Mississippi Municipal Liability Plan—The recommendation was made to appoint the City Manager as Liability Coordinator for the City. It was noted that a letter will be required stating the governing authority has made that appointment. This is to be accomplished at the next City Council meeting.
 - e. P & Z Commission Update—Richard Rose suggested that Council create a Design and Review Board to review planning applications and make recommendations to the Planning and Zoning Commission. After discussion it was determined that this issue could be discussed in the future when the planning and zoning work has begun.
 - f. Definition of Areas of Interest and Expertise—The City Manager presented an informational chart to Council outlining areas of interest, expertise, and responsibility to assist staff and Council. The chart was updated by Council during discussion.

- g. Ordinance for the City of Diamondhead to establish flood damage prevention procedures IAW FEMA and MEMA Standards—Councilmember Holcomb indicated the need to review and update the plan that was discussed earlier to reflect changes by the Mississippi Emergency Management Plan. The Mayor directed Councilmember Holcomb to forward the new information to Chuck Garrison for review. Councilmember Holcomb and Mr. Garrison are to meet with Charles Stallings, Flood Plain Manager for South Mississippi, the City Manager, and Ray Sheehy to make recommendations regarding updating our proposed plan.
- h. Budget—Mayor Ingraham distributed copies of the draft proposed budget and indicated the City may be entitled to funds the County collected for auto tags for the year 2012 based on the millage rate that will be set by the City. After discussion, the Mayor directed the City Manager to work with the City Treasurer to develop a cost analysis incorporating all available information. Additionally, the City Manager was directed to work with Councilmember Ackerman and that they contact Chris Watson to discuss variances and revisions to the draft proposed budget.
- i. Code of Ethics Ordinance—Councilmember Holcomb provided Council with a draft Code of Ethics Ordinance and expressed the need for the City to establish ethics policies, to adopt an Employee Handbook, and to appoint a City Ethics officer. He indicated the policy will apply to all City employees, volunteers, and appointees.

Councilmember Ackerman recommended including the verbiage, “In addition, city policy requires compliance to all established city policies contained in the employee handbook” rather than listing all the policies

Councilmember Holcomb indicated that he will recruit a volunteer to act as the City Ethics Officer who has an appropriate background and revise the ordinance for the next council meeting.

- j. Surplus Materials—Councilmember Knobloch briefed Council on his recent visit to Jackson to inspect the State Surplus Depository. He reviewed items that are available and indicated that items can be obtained for minimal costs or at no cost including furniture, file cabinets, chairs, computers and electronic equipment, safes, etc. that include State and Federal properties. Councilmember Knobloch reviewed the policy governing purchase. It was determined that, before the City makes any purchases, a list of items needed could be posted on the City website or the Diamondhead News, asking for donations. The Mayor directed Councilmember Knobloch and Richard Rose to attend a workshop on Thursday, March 22 for training on becoming a screener for the LESO in Biloxi.
- k. Public-Private Partnerships—Councilmember Knobloch indicated some concerns have been expressed from the companies giving presentations to Council on Public-Private Partnerships. He recommended that the companies only make presentations at the Work Session and they be advised upon arrival that no questions will be entertained at the Work Session.

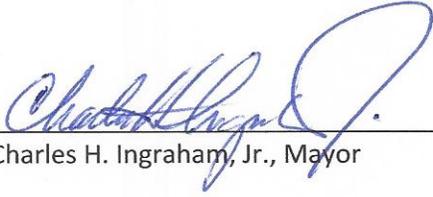
5. DISCUSSION OF DRAFT AGENDA FOR MARCH 19, 2012

- a. Recommendations were made as to the items to be carried forward to the Council Agenda for Monday, March 19, 2012

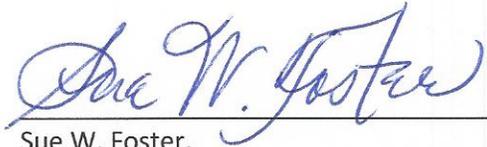
6. Citizens Wishing to Address Council

None

- 7. ADJOURN**—There being no further business, Councilmember Rech moved, seconded by Councilmember Holcomb, to adjourn the Work Session. The motion carried and the Work Session was adjourned at 11:42 am.



Charles H. Ingraham, Jr., Mayor



Sue W. Foster,
Interim City Clerk

Meeting Notice Posted on March 12 2012.